



TOWN OF BREWSTER, MA JOB DESCRIPTION

Title: Circulation Manager	Classification: Union, SEIU Library
Department: Library	Grade: L5
Reports to: Library Director	FLSA Status: Exempt
Effective Date: 03-08-2022	

Summary

Position serves as a department head and is responsible for the daily operations relating to the circulation desk and the acquisition, processing, and withdrawal of all library materials; performs all other related work, as required.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Supervises the operation and staff of the circulation desk including training, maintaining work schedules, performing yearly evaluation of staff and keeping staff informed of new procedures, policies and upgrades.

Coordinates with other staff all activities relating to the acquisition, processing, cataloging and withdrawal of library materials.

Maintains current knowledge of cataloging procedures and is responsible for the creation of bibliographic records for all library material.

Performs circulation duties including readers advisory, maintaining patron templates, registering new patrons, collection of fines and money for lost material, interprets library policy for patrons and circulation staff.

Administers and maintains the online museum pass program keeping data up to date and current.

Analyzes and determines Dewey Decimal Number for non-fiction material.

Creates CLAMS reports as needed for staff, such as circulation of materials for weeding purposes.

Serves on planning and selection committee for yearly One Book/One Town Event.

Provides assistance in the reference area when needed.

Represents the library on CLAMS committees.

Performs other similar or related duties, as required or as situation dictates.



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Supervision

Supervision Scope: Performs responsible library duties (both professional and para-professional) requiring independent judgment and initiative; assignments are completed according to established procedures and departmental policies and standards.

Supervision Received: Employee works under the general supervision of the Library Director; unusual situations are referred to the Director.

Supervision Given: Supervises up to 5 circulation department employees.

Recommended Minimum Qualifications

Education, Training and Experience

Bachelor's degree; three - four years of professional library experience, including experience with automated library systems; or any equivalent combination of education, training and experience.

Knowledge: Knowledge of library policies, procedures, including automated circulation systems; information technology, circulation department operations, cataloging procedures. General knowledge of the library system and community.

Ability: Ability to problem solve, work independently, and interact professionally with patrons, staff, volunteers, vendors, and other libraries. Contacts are by phone, in person, and in writing.

Skills: Must have excellent customer service skills, and must enjoy working with library patrons, especially children. Computer skills in operating automated circulation system (CLAMS/Sierra), researching the internet for availability of requested books and generating lists of books by subject for patrons to utilize. Skill in Internet, Email; strong knowledge of Microsoft Office software applications.

Job Environment

- Work is performed in library conditions, with frequent interruptions to respond to requests for information or service; work is subject to seasonal fluctuations and administrative deadlines.
- Employee operates standard office and library equipment. Employee has ongoing contact with the general public, volunteers, vendors and library staff.
- Performance of duties requires constant contact with patrons and library staff.
- The employee has access to confidential information about library patrons.
- Errors could result in lower standards of service to the public, monetary loss or damage to buildings or equipment.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate physical effort required in performing functions under typical library conditions. May be required to lift and shelf books. Intermittent walking, reaching, crouching, climbing, and similar activities related to library service. May be required to stand for extended periods of time. Ability to use a computer tablet and keyboard. Must be able to push and pull book carts weighing up to 40 pounds. Operates automated library equipment and other standard office equipment. May be required to stand on stepstool when shelving books.

Town of Brewster, MA

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This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer